

# Direct Communication Project

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Paper No. 28

## ADULT EDUCATION

*There are continuing education opportunities for Foreign Service employees and family members both overseas and in the Washington, D.C. area. A certain posting may offer more after-hours leisure, employment options for spouses may be limited, or it may be a time when you want to progress professionally or personally. This paper builds on the material in Education Options for Foreign Service Family Members to help those who want to take advantage of an opportunity to continue their education.*

Education should be seen as a lifelong process, not something that is confined to the young. Some reasons you might decide to continue your education are to:

- Get a Bachelor's or an advanced degree
- Complete work on an interrupted degree
- Gain work-content skills
- Change careers
- Keep up-to-date in your field
- Keep a professional license current
- Learn more about a particular subject

There are several ways to continue your education. Which one (or combination) you choose depends on your individual circumstances. **Traditional degree programs** can be taken part-time or full-time at a college or university in the United States or overseas. **Individual credit courses** can be taken at many different kinds of academic institutions. **Noncredit courses** are offered through adult education divisions of community colleges, county agencies, and recreation departments. **Correspondence courses** and **external degree programs** are offered by many colleges. **Continuing education credits** (CEU's) for professional credentials can be earned from on-

campus and off-campus courses. **Training programs** can be taken at work, plus valuable information is available from conferences, workshops, and professional development programs through professional associations or independent groups. For prospective students in the Washington area, the public library is a good source of information on adult education programs in your community.

Overseas, there may be college catalogues, course directories, guides to independent study, and other reference materials available in the Community Liaison Office. Other places to look for information include the guidance office of the American school, a USIS student advising center, a Fulbright Office, or, in some countries, local public or university libraries.

The Internet is a growing source of information on colleges and courses of study, distance learning options, and other education issues. It helps to have domain names to reach particular sources such as the College Board or a college home page, but it is also relatively easy to locate useful sites by typing in a topic at a good search engine site like Yahoo.

## EVENING PROGRAMS

Adults with family and/or work responsibilities often find that evening programs, offered by many colleges and universities, are the best way to complete a degree in the shortest possible time. These programs may be especially attractive to students who have a minimum of 60 credits from accredited colleges. The advantages are:

- Classes are held in the evening after normal working hours allowing professional and family responsibilities to be maintained.
- The year-round format enables most students to finish a Bachelor's degree within 18 months.

At many schools, the core curriculum is divided into modules. Students take one course at a time with each course following consecutively. New courses start 1 week after completion of the last course, so there is no lag time between courses. Many college programs offer the opportunity to earn up to 30 credits for life and work experience. Foreign Service people can use their international experience to advantage in this type of program.

## UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) GRADUATE SCHOOL

For general information or a course catalogue, contact the Public Affairs Office at:

USDA Graduate School  
600 Maryland Avenue SW, Room 108  
Washington, DC 20024

Telephone: 202-401-9129  
Fax: 202-401-9417  
Online: <http://grad.usda.gov>  
*or* [pubaffairs@grad.usda.gov](mailto:pubaffairs@grad.usda.gov)

USDA offers day, evening, weekend, and self-study courses, residential training programs, and technology-delivered instruction. It is open to all adults and has no admission requirements. It does not grant degrees but does grant Certificates of Accomplishment. Some courses have been recommended to receive college credit by the American Council on Education's Program on Noncollegiate Sponsored Instruction (ACE/PONSI).

**USDA evening and weekend courses** include accounting, career development, foreign languages, science, paralegal, computers, business management, and others. Contact:

Telephone: 202-720-5885  
Online: [evening@grad.usda.gov](mailto:evening@grad.usda.gov)

**USDA correspondence courses** include English and writing, math and statistics, management and supervision, computer communications, accounting, editing, engineering, library techniques, paralegal studies, elderlaw, and others. Contact:

Telephone: 202-720-7123  
Fax: 202-720-3603  
Online:  
<http://grad.usda.gov/corres/corpro.html>  
*or* [correspond@grad.usda.gov](mailto:correspond@grad.usda.gov)

USDA programs include the following:

***Government Audit Training Institute*** offers courses in performance auditing, financial auditing, information systems auditing, fraud prevention and detection, federal grants and contracts, auditing supervision and management, federal requirements, and management controls.

Telephone: 202-401-9401 or  
1-800-326-7813  
Fax: 202-401-9452  
Online: [audittrng@grad.usda.gov](mailto:audittrng@grad.usda.gov)

**Center for Applied Technology** offers a computer science curriculum.

Telephone: 202-401-9194  
Fax: 202-401-9417  
Online: [careerdev@grad.usda.gov](mailto:careerdev@grad.usda.gov)

**Communication Skills** offers courses in writing, English, interpersonal skills, professionalism, and career and life planning.

Telephone: 202-401-9194  
Fax: 202-401-9417  
Online: [careerdev@grad.usda.gov](mailto:careerdev@grad.usda.gov)

**Procurement, Grants and Property Management** offers courses covering statements of work, ADP procurements, contracts, proposal evaluation, negotiation, government purchase card, ethics, grants, property management, OSHA, facilities management, storage and warehousing, and supply analysis.

Telephone: 202-401-9134  
Fax: 202-401-9417  
Online: [careerdev@grad.usda.gov](mailto:careerdev@grad.usda.gov)

**Information Resources Management** offers courses in office technology, records management, electronic record keeping, and on-line information.

Telephone: 202-401-9115  
Fax: 202-401-9417  
Online: [efriedfe@grad.usda.gov](mailto:efriedfe@grad.usda.gov)

**Center for Applied Management** offers courses in conflict resolution, strategic planning, performance measurement, sexual harassment, front end analysis, financial management, customer service, teambuilding, and business process reengineering.

Telephone: 202-401-9194  
Fax: 202-401-9417  
Online: [careerdev@grad.usda.gov](mailto:careerdev@grad.usda.gov)

The **International Institute for Training and Education** (IITE), the Graduate School's international arm, offers courses on conflict resolution, privatization, environmental management, management skills and systems development, governance and democratization.

IITE  
600 Maryland Avenue SW, # 140  
Washington, DC 20024-2520

Telephone: 202-401-9279  
Fax: 202-401-9133  
Online: [intlinst@grad.usda.gov](mailto:intlinst@grad.usda.gov)

## **COLLEGE-LEVEL EXAMINATION PROGRAM**

The **College-Level Examination Program (CLEP)** serves high school students, enrolled college students, international students, and adults returning to college. It is designed to allow students to get college credit for knowledge learned outside the classroom. The heart of CLEP is a series of examinations rewarding you for what you know, whether you learned it in school, on the job, through reading, by observation, or in the course of your life experiences.

There are five general examinations and 30 subject-specific examinations. The general examinations are in English composition, humanities, college mathematics, natural sciences, and social sciences. The tests are at the level of courses taken in the first 2 years of college. Subject examinations include composition and literature, foreign languages, history and social science, mathematics and science, and business. The general and subject examinations are multiple choice questions limited to 90 minutes. The subject examinations, requiring a higher degree of specialized knowledge and training, demonstrate the specific knowledge and skills you may have

gained through job experience, outside course work, or independent reading.

CLEP is the most widely accepted credit-by-examination program. Nearly two-thirds of accredited institutions of higher education give credit for satisfactory scores on CLEP examinations. Colleges have found that CLEP students are motivated, intellectually curious, and independent learners - qualities colleges look for and value in their students.

The *Official Study Guide for the CLEP Examinations* contains descriptions of the exams, sample exam questions and answers, updated lists of reference materials for test preparation in every subject, test-taking strategies, and general information about credit by examination. It can be purchased in bookstores or ordered from:

College Board Publications  
Box 886  
New York, NY 10101-0886  
  
Telephone: 1-800-323-7155

A booklet, *CLEP Colleges*, lists addresses and phone numbers to contact for testing schedules. It also lists colleges that award CLEP credits. For a copy, write to:

CLEP  
P.O. Box 6601  
Princeton, NJ 08541-6601  
  
Telephone: 609-771-7865

## **HIGH SCHOOL DIPLOMAS**

The **General Educational Development (GED)** testing program was developed to give U.S. and Canadian citizens who have not graduated from high school the opportunity to demonstrate the level of achievement normally

acquired through the completion of a traditional U.S./Canadian high school course of study. The five GED comprehensive examinations cover writing, social studies, science, interpreting literature and arts, and math. Emphasis is on intellectual ability such as evaluating, analyzing, drawing conclusions, and the ability to understand and apply information and concepts. The tests are administered in all 50 states, the U.S. territories, and the 10 Canadian provinces. The GED practice tests are available in English, Spanish, French, Braille, large print, and audiocassette. They can be ordered from:

Steck-Vaughn Company  
P.O. Box 26015  
Austin, TX 78755  
  
Telephone: 1-800-531-5015

For more information please contact:

GED Administrator  
Vocational and Adult Education  
1709 3rd Street NE  
Washington, DC 20002  
  
Telephone: 202-576-6308

Many GED preparation books and software programs are available in libraries and bookstores. A television series carried by both cable television and many public television stations in the United States provides a good general preparation for the test.

The GED tests may also be taken overseas on a limited basis by U.S. and Canadian citizens. They can only be administered through a U.S. Embassy or a military installation that is approved by the General Educational Development Testing Service (GEDTS). For information, contact the Administrative or Public Affairs Officer at the American Embassy or the Education Officer at a U.S. military base near

you. The Chief Examiner designated by the GEDTS monitors testing and verifies eligibility. The requirements are that you:

- provide birth certificate or passport as proof of citizenship with your application;
- have not graduated from an accredited high school, been awarded a high school equivalency credential, or achieved GED test scores sufficient to qualify for an equivalency credential or diploma;
- are not currently enrolled in an accredited high school program;
- are unable to verify achievement level or to obtain scores;
- meet the minimum age requirement. If you are a legal resident of a state or province, you must meet the minimum age requirement of that state or province.

For information on eligibility requirements, and to arrange to take the GED, contact the appropriate school system. If you do not have legal residence in the U.S. or Canada, you must be at least 18 years of age if you are a U.S. citizen and at least 19 years of age if you are a Canadian citizen. You must provide proof of age in the form of an official photo identification, and if you claim legal residence in a state or province, you must provide proof of residence.

If you meet the requirements, contact the Chief Examiner to arrange a test date and time. Submit the application with proof of age, citizenship, and legal residence to the Chief Examiner for signature before mailing it with the fee to GEDTS. Testing materials will be sent to the Chief Examiner at the Embassy or military testing center. The GED Examiner must return the completed test materials to the GED Testing Service Office for marking. If you pass the GED overseas, you may request a

diploma from a state or province that does not require residence: Arizona, Georgia, Iowa, Maine, Nevada, New Jersey, North Dakota, Vermont, plus Alberta, New Brunswick, and Nova Scotia.

If you are a civilian who wants to take the test at a U.S. military base or if there is not a center in your area, contact:

Karen Nnamani  
Manager, International Testing  
or  
Alice Marable  
Director, Data and Scoring Services

GED International Testing Service  
1 Dupont Circle NW, Suite 10  
Washington, DC 20036-1163

Telephone: 202-939-9498  
Fax: 202-833-4730  
Online: [kay\\_nnamani@ace.nche.edu](mailto:kay_nnamani@ace.nche.edu)

## **EXTERNAL DIPLOMAS FOR ADULTS**

Another way for adults to obtain credentials is through an **external diploma program (EDP)** offered by many U.S. school systems. Unlike traditional examinations where test-takers are timed and tested in 1 day, EDP asks candidates to demonstrate their ability in a series of assessment tasks completed at home or in private office visits. Skills demonstrated through this applied performance assessment process are those needed by an adult functioning in the modern world: oral and written communication; listening, reading, and following instructions; computation and problem solving; sensitivity to cultural diversity; teamwork; career development and entry-level job skills; awareness of social, consumer, governmental, and scientific issues; familiarity with computers and calculators; and ability to manipulate, analyze, synthesize, and apply data.

Fairfax County Public Schools in Northern Virginia offer a self-paced program that includes a diagnostic test for writing, reading, and math skills, and an assessment test for 65 general competencies. Completion time varies from 4 months to 1 year depending on the individual. Upon completion, a high school diploma is awarded by Fairfax County Public Schools. For more information contact:

External Degree Program  
Falls Church High School  
7521 Jaguar Trail  
Falls Church, VA 22042

Telephone: 703-207-4014  
Fax: 703-207-4097

Other schools offer adult high school completion courses featuring daytime and evening programs for adults 17 and older who have previously attended, but not graduated from, high school. For information about these programs, contact the appropriate school system. (See Direct Communication Project Paper No. 1, *Washington Area Schools*.)

For more information about external degree and weekend college programs throughout the United States, write or call:

Center for Adult Learning  
American Council on Education  
1 Dupont Circle  
Washington DC 20036  
  
Telephone: 202-939-9475

### **ADULT EDUCATION OPPORTUNITIES ABROAD**

Foreign Service people can attend many colleges and universities abroad. There may be a U.S. college or university at post, a local college or university, or programs given at the local American or international school.

Many American colleges have programs at posts with U.S. military bases nearby. Programs range from a certificate or associate degree in recreation technology and occupational education to graduate programs in international relations, counseling, public administration, and systems management. Some countries have a national university that is open to foreigners who are fluent in the language of instruction. There are also posts that have universities with classes in English.

Many American and international schools give courses for their teachers that may be open to members of the U.S. Mission. For example, Trenton State College offers teacher-training programs in Cyprus.

For information on courses offered by universities and colleges abroad or other education options available at post, contact the Community Liaison Office Coordinator (CLO) or Personnel Officer at the Embassy or Consulate. In Washington, visit the Overseas Briefing Center or the Family Liaison Office.

### **SELECTED COLLEGES AND UNIVERSITIES OFFERING COURSES TO AMERICANS ABROAD**

**American University in Cairo**  
866 United Nations Plaza  
New York, NY 10017

Telephone: 212-421-6320  
Fax: 212-688-5341

or

Center for Adult & Continuing Education  
28 Falaki Street, Room 110  
Cairo, Egypt

Telephone: 011-202-357-6873  
Fax: 011-202-355-7565

**The American University of Paris**

80 East 11th Street, Suite 434  
New York, NY 10003

Telephone: 212-677-4870

Fax: 212-475-5205

or

Continuing Education Department  
31 Avenue Bosquet  
75007 Paris, France

Telephone: 011-331-4062-0600

Fax: 011-331-4720-4564

**Trenton State College**

International and Overseas Teaching and  
Administration

Hillwood Lakes

Trenton, New Jersey 08650-4700

Telephone: 609-771-2326

Fax: 609-771-2840

**University of Maryland University College**

University Boulevard at Adelphi Road  
College Park, MD 20742

Telephone: 301-985-7077

Fax: 301-985-7678

Online: [UMUCinfo@listserv.umuc.edu](mailto:UMUCinfo@listserv.umuc.edu)  
or <http://www.umuc.edu>

The Higher Education Committee at the University of Maryland offers adult education courses near military bases overseas and American embassies in Germany, Italy, Japan, South Korea, Spain, and Thailand.

**University of Oklahoma**

1610 Asp Avenue, Room 400  
Norman, OK 73072-6405

Telephone: 405-325-2250

Fax: 405-325-3335

Online: [cminer@uoknor.edu](mailto:cminer@uoknor.edu)

The Advanced Programs division of the University of Oklahoma offers quality graduate programs and new approaches to meet the special needs of individuals seeking retraining or skills upgrades who cannot spend an entire semester in residence. This intensified program includes pre-class preparations, 1 week or 2 weekend class sessions and 1 hour Companion Directed Reading (CDR) for each class. It offers fully-accredited graduate degrees in adult and higher education, communication, early childhood education, economics, educational administration, curriculum and supervision, human relations, instructional psychology, political science, public administration, and social work. Courses are delivered worldwide to civil service and military personnel at 30 sites including:

- The Army Education Center at Heidelberg, Germany offers courses in human relations, adult and higher education, administration, curriculum, and supervision.

Telephone: 011-49-6221-57-7919

Fax: 011-49-6221-18-4725

- The Department of the Army at AFCEAT, Netherlands offers adult and higher education courses.

Telephone: 011-31-45-31-7208

Fax: 011-31-45-31-7208

- The University of Oklahoma at Naples, Italy offers human relations courses.

Telephone: 011-39-81-721-2692

Fax: 011-39-81-762-3701

- The University of Oklahoma at SHAPE, Belgium offers human relations courses.

Telephone: 011-32-65-44-3654

Fax: 011-32-65-44-3430

## **GRADUATE LEVEL PROGRAMS**

Even if you are posted abroad, it is possible to work toward a graduate degree. The **Graduate Record Examination (GRE)** measures skills acquired over a long period of time and that are not related to any specific field of study. The Computer Based Testing Program is offered at 105 overseas locations. For more information contact:

Graduate Record Examination  
Educational Testing Service  
P.O. Box 6000  
Princeton, NJ 08541-6000

Telephone: 609-771-7670  
Fax: 609-771-7906

Testing is available on a limited basis at temporary testing sites. Contact the GRE Regional Centers to verify test dates:

Europe, Middle East, Russia, and CIS  
Telephone: 1-31-26-352-1577  
Fax: 1-31-26-352-1278

Latin America  
Telephone: 410-880-4881  
Fax: 410-880-8744

Africa  
Telephone: 27-11-403-6454  
Fax: 27-11-403-2535

Australia and New Zealand  
Telephone: 61-2-323-5555  
Fax: 61-2-323-5533

If you plan to apply to graduate school from overseas, make sure you have developed a list of people who will write letters of recommendation for you, including at least one academic reference. Writing samples and a work resume can be useful adjuncts to the

application. Since most graduate schools require a stay on campus, choose a school in a location where you are likely to live or where you have studied previously.

After selecting graduate schools with attractive programs in your field of interest, write jointly to the Admissions Office and to the Chairman of the Department in your field. Ask the Department Chairman for information on residency requirements (minimum number of course units that must be taken on campus) and the basic degree requirements. Explain your situation and request approval to take some courses locally, if they are available.

## **CORRESPONDENCE COURSES OFFERED BY AMERICAN UNIVERSITIES**

Correspondence study is individual instruction by mail. It is flexible, convenient, and personalized. Students can enroll at any time, study at home, and set their own pace. The work is done with faculty experts who design the instructional materials, guide the study, and respond to the submitted work.

Correspondence study is demanding. Students must have good study habits, strong reading and writing skills, plus the initiative and self-reliance to work independently.

*The Independent Study Catalogue*, published by Peterson's Guides and available at libraries, bookstores, and Community Liaison Offices, has information on schools that offer correspondence courses. Students who want to apply correspondence credits to a college degree or a high school diploma should consult the degree-granting institution before enrolling in a correspondence study course. Most institutions have limitations on the number and kinds of correspondence credits they accept.



Correspondence credits earned from a regionally accredited institution are normally transferable to another institution. Because policies and degree requirements vary, students should consult school officials to find out whether credit is transferable. Transferring credits from an institution that is not regionally accredited will be more difficult.

The cost of correspondence courses varies from course to course and from college to college. Each school sets its own pricing structure based on the course expenses. In all cases, students must pay the postage on items that they mail. Some schools charge postage to

send course materials and return assignments. Rates for domestic postage are low, but international mail can be costly. Students going overseas might consider enrolling before they leave and taking textbooks and course materials with them to avoid postage and tariffs. The school catalogue will give its foreign enrollment costs.

Although electronically-offered courses are not yet financially feasible, information on distance-learning is available in Peterson's ***The Electronic University***. E-mail registration is increasing and may be an option at some posts to ease the process of enrollment.

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## Resources in the Washington Area

For Foreign Service people living in Washington, there are a variety of adult education programs available. If you are undecided about your academic goals or unsure how to proceed, the Family Liaison Office will help sort out the wealth of information to find a program that suits your needs. Be sure to take the time to do a self-assessment and long-range planning before committing time and money to a course of study. Many colleges and universities offer interest tests, self-analysis programs, counseling, and life management courses to help you get started.

If you are interested in taking enrichment courses without specific educational goals, you will find a smorgasbord of tempting classes available. Costs are generally low and classes easily accessible in neighborhood schools, recreation centers, and churches. No matter how promising a course title, you should look carefully into the exact content to avoid disappointment. Shopping around for prices is important too, as individuals who teach expensive university courses may also work for public schools at a much lower cost.

For current class schedules and course descriptions, contact local community colleges, universities, county education and recreation departments, and the public library. The following institutions offer a variety of courses worth looking into:

**YWCA**  
624 9th Street NW  
4th floor  
Washington, DC 20001  
  
Telephone: 202-628-5672  
Fax: 202-628-5493

**YMCA**  
1711 Rhode Island Ave. NW  
Washington, DC 20036  
  
Telephone: 202-862-9622  
Fax: 202-833-9571

***Creative Education Program***  
Glen Echo Park  
MacArthur Boulevard  
Glen Echo, MD 20768  
  
Telephone: 301-492-6282

***Smithsonian Institution***

Resident Associate Program  
1110 Jefferson Drive SW  
Room 3077  
Washington, DC 20560

Telephone: 202-357-3030  
Online: <http://www.si.edu>

***First Class***

1726 20th Street NW  
Washington, DC 20009

Telephone: 202-797-5102  
Fax: 202-797-5104

***Paragon Associates***

1203 Buchanan Street  
Suite 800  
McLean, VA 22101

Telephone: 703-356-9533

**Most area public school  
systems offer adult educa-  
tion programs:**

***DC Public Schools***

Vocational Adult Education  
1709 3rd Street NE  
Washington, DC 20002

Telephone: 202-576-6308  
Fax: 202-576-7899  
Online: <http://www.k12.dc.us>  
**or** [nrc%22bell@mercury.k12.dc.us](mailto:nrc%22bell@mercury.k12.dc.us)

***Alexandria Public Schools***

Adult Education Department  
3330 King Street  
Alexandria, VA 22302

Telephone: 703-824-6845  
Fax: 703-824-6902

***Arlington Public Schools***

Adult Education  
Clarendon Education Center  
2801 Clarendon Boulevard  
Arlington, VA 22201

Telephone: 703-358-7200  
Fax: 703-358-7205  
Online:  
<http://www.co.arlington.va.us>

***Fairfax County Public  
Schools***

Adult & Community Ed.  
5775 Spindle Court  
Centerville, VA 22020

Telephone: 703-227-2200  
Fax: 703-227-2377  
Online: [http://pen.k12.va.us/  
Anthology/Div/Fairfax/fcps-  
menu.shtml](http://pen.k12.va.us/Anthology/Div/Fairfax/fcps-menu.shtml)

***Prince William County  
Public Schools***

Adult Education  
P.O. Box 389  
Manassas, VA 20108

Telephone: 703-791-7357  
Fax: 703-791-7336

***Montgomery County Public  
Schools***

Alternative Programs  
12518 Greenly Street  
Silver Spring, MD 20906

Telephone: 301-929-2025  
Fax: 301-929-2099  
Online:  
<http://www.mcps.k12.md.us>

***Prince George's County  
Public Schools***

Adult Education  
3021 Bel Air Drive  
Bowie, MD 20715

Telephone: 301-805-2710  
Fax: 301-805-2713

**The following colleges offer  
adult and continuing educa-  
tion programs:**

**In the District of Columbia**

***American University***

Special Programs Advising  
McKinley Building  
4400 Massachusetts Ave. NW  
Washington, DC 20016

Telephone: 202-885-2500  
Fax: 202-885-3991  
Online: [adults@american.edu](mailto:adults@american.edu)

***Catholic University***

Metropolitan College  
321 Pangborn Hall  
Washington, DC 20064

Telephone: 202-319-5256

***Corcoran School of Art***

17th and New York NW  
Washington, DC 20052

Telephone: 202-628-9484

***Gallaudet University***

800 Florida Avenue NE  
Washington, DC 20002

Telephone: 202-651-5733

**George Washington Univ.**  
Center for Career Education  
2020 K St. NW, Suite B100  
Washington, DC 20052

Telephone: 202-973-1100

Online:

<http://www.gwu.edu>

**Georgetown University**  
Summer and Continuing Ed.  
37th and O Streets NW  
Washington, DC 20057

Telephone: 202-687-5942

Online:

[ssce@gunec.georgetown.edu](mailto:ssce@gunec.georgetown.edu)

**Johns Hopkins University**  
School of Continuing Studies  
1625 Massachusetts Ave. NW  
Washington, DC 20036

Telephone: 1-800-468-6548

Fax: 202-516-7704

Online: [finfo@jhu.edu](mailto:finfo@jhu.edu)

**Levine School of Music**  
1690 36th Street NW  
Washington, DC 20007

Telephone: 202-337-2227

Fax: 202-337-2268

**Mount Vernon College**  
2100 Foxhall Road NW  
Washington, DC 20007

Telephone: 202-625-4682

**NAFSA: Association of  
International Educators**  
1875 Connecticut Ave. NW  
Suite 1000  
Washington, DC 20009

Telephone: 202-462-4811

Fax: 202-667-3419

Online: [n@nafsa.org](mailto:n@nafsa.org)

**National-Louis University**  
529 14th St. NW, Suite 1125  
Washington, DC 20045

Telephone: 202-783-1658

Courses also given in Virginia.

Telephone: 703-749-3000

**Smithsonian Institution**  
Smithsonian Associates  
1100 Jefferson Drive SW  
Room 3077, MRC 701  
Washington, DC 20560

Telephone: 202-357-2700

Online: <http://www.si.edu>

**Southeastern University**  
501 I Street SW  
Washington, DC 20024

Telephone: 202-265-5343

Fax: 202-488-8093

Online:

[admissions@admin.acu.edu](mailto:admissions@admin.acu.edu)

**Strayer College**  
1025 15th Street NW  
Washington, DC 20005

Telephone: 202-408-2400

**Syracuse University**  
Greenberg House  
2301 Calvert Street NW  
Washington, DC 20008

Telephone: 202-797-4678

Fax: 202-797-5969

**Trinity College**  
125 Michigan Avenue NE  
Washington, DC 20017

Telephone: 202-884-9400

**Univ. of the Dist. of Col.**  
Continuing Education  
4200 Connecticut Ave. NW  
Building 38, Room 207  
Washington, DC 20008

Telephone: 202-274-7404

Online: <http://www.udc.edu>

**University of Oklahoma**  
Washington Extension  
1 Dupont Circle NW  
Suite 340  
Washington, DC 20036

Telephone: 202-223-9147

Online: [ayallgood@aol.com](mailto:ayallgood@aol.com)

**University of So. California**  
Washington Extension  
512 10th Street NW  
Washington, DC 20004

Telephone: 202-638-4949

**U.S. Dept. of Agriculture  
Graduate School**  
600 Maryland Avenue SW  
Washington, DC 20024

Telephone: 202-720-5885

Online: <http://grad.usda.gov>

### **In Maryland**

**Anne Arundel Community  
College**

Continuing Education  
101 College Parkway  
Arnold, MD 21012

Telephone: 410-541-2222 or  
301-261-2842, ext. 325

Online:

<http://aacci.aacc.cc.md.us>

***Bowie State University***

14000 Jericho Park Road  
Bowie, MD 20715

Telephone: 301-464-6572

***Catonsville Community College***

800 S. Rolling Road  
Catonsville, MD 21228

Telephone: 410-455-4304

Online:

<http://www.cat.cc.md.us>

***Charles County Community College***

PO Box 910, Mitchell Road  
La Plata, MD 20646

Telephone: 301-934-2251,  
Ext. 552

***Columbia Union College***

External Degree Program  
7600 Flower Avenue  
Takoma Park, MD 20912

Telephone: 301-891-4143 or  
1-800-394-4769

***Foundation for Adv. Ed.  
in the Sciences, NIH***

One Cloister Court  
Bethesda, MD 20814-1460

Telephone: 301-496-7976

Fax: 301-402-0174

***Glen Echo Park***

7300 MacArthur Boulevard  
Glen Echo, MD 20812

Telephone: 301-492-6266

Fax: 301-492-5384

***Hood College***

Brodbeck Scholars Program  
for Adults 23+

401 Rosemont Avenue  
Frederick, MD 21701-8575

Telephone: 301-696-3500

Online: [brodbeckscholars@nimue.edu.hood](mailto:brodbeckscholars@nimue.edu.hood)

***Howard Community College***

Continuing Education  
Hickory Ridge Road  
Columbia, MD 21044-3197

Telephone: 410-992-4856

***Howard University***

1100 Wayne Avenue  
Suite 600  
Silver Spring, MD 20910

Telephone: 301-585-2295

Online: <http://www.con-ed.howard.edu>

***Jewish Community Center of  
Greater Washington***

6125 Montrose Road  
Rockville, MD 20852

Telephone: 301-881-0100

Fax: 301-881-6549

***Johns Hopkins University***

School of Continuing Studies  
9601 Medical Center Drive  
Rockville, MD 20850

Telephone: 301-294-7040

Fax: 301-294-7010

Online: [fcfinfo@jhu.edu](mailto:fcfinfo@jhu.edu)

For courses in Baltimore:

Telephone: 1-800-468-6548

Fax: 410-659-8210

For courses in Columbia:

Telephone: 1-800-468-6548

Fax: 410-290-0007

***Maryland Public Television***

***College of the Air***

11767 Owings Mill Boulevard  
Owings Mill, MD 21117

Telephone: 1-800-873-6154

or 410-581-4123

Fax: 410-581-0980

Online: [maryanne\\_spangler@ccmail.mpt.org](mailto:maryanne_spangler@ccmail.mpt.org)

***Montgomery College***

Route 355 and Manatee St.  
Rockville, MD 20850

Telephone: 301-279-5046

For courses in Takoma Park:

Telephone: 301-650-1493

***Prince George's Community College***

301 Largo Road  
Largo, MD 20772

Telephone: 301-322-0878

***University of Maryland***

University College  
Univ. Blvd. and Adelphi Rd.  
College Park, MD 20742

Telephone: 301-985-4636

Fax: 301-985-7678

Online: [www.umuc.edu](http://www.umuc.edu)

***The Writer's Center***

4508 Walsh Street  
Bethesda, MD 20815

Telephone: 301-654-8664

Fax: 301-654-8667

**In Virginia**

***Adult Community &  
Marketing Education***

3330 King Street  
Alexandria, VA 22302

Telephone: 703-824-6845  
Fax: 703-824-6902

***ATI Career Institute***

7777 Leesburg Pike  
Suite 100 South  
Falls Church, VA 22043

Telephone: 703-821-8570  
Fax: 703-556-9892

***Central Michigan University***

8110 Gatehouse Road  
Suite 500-W  
Falls Church, VA 22042

Telephone: 703-560-2044  
Fax: 703-849-8254

***George Mason University***

FAST-TRAIN Program  
Graduate School of Education  
4400 University Drive  
Fairfax, VA 22030-4444

Telephone: 703-993-3689  
Fax: 703-993-3336  
Online: jlevy@gmu.edu  
**or** http://www.gmu.edu

***Marymount University***

Center for Comprehensive  
Learning  
2807 North Glebe Road  
Arlington, VA 22207

Telephone: 703-522-5600

For courses in Sterling:  
Telephone: 703-430-7118

***Mirus University***

7405 Alban Station Court  
Suite A-107  
Springfield, VA 22150

Telephone: 703-912-6404 or  
1-800-832-2412

***Northern Virginia  
Community College***

Annandale Campus  
8333 Little River Turnpike  
Annandale, VA 22003-3796

Telephone: 703-323-3168  
Fax: 703-323-3399

***University of Virginia***

Continuing Education  
2990 Telestar Court  
Falls Church, VA 22042

Telephone: 703-876-6900

***Virginia Art League School***

Torpedo Factory Art Center  
105 North Union  
Alexandria, VA 22314

Telephone: 703-683-2323

***Virginia Polytechnic  
Institute and State Univ.***

No. Va. Graduate Center  
2990 Telestar Court  
Falls Church, VA 22042

Telephone: 703-698-6044  
Fax: 703-698-6062  
Online: earnold@vt.edu

***Washington Business School***

1980 Gallows Road  
Vienna, VA 22182

Telephone: 703-556-8888

For more information about  
state colleges and universities  
write or call the following  
addresses:

***State Council of Higher  
Education for Virginia***

James Monroe Building  
101 North 14th Street  
Richmond, VA 23219

Telephone: 804-225-2137

***State Council of Higher  
Education for Maryland***

Jeffrey Building  
16 Francis Street  
Annapolis, MD 21401-1781

Telephone: 410-974-2971

**Financial Aid**

While many traditional  
forms of financial aid are  
increasingly difficult to find,  
opportunities are still avail-  
able. The first step is to decide  
on the degree you want to  
earn and the university you  
want to attend. The financial  
aid office at each university  
should be your first stopping  
place. Individuals working at  
the graduate level will find a  
wealth of information by con-  
tacting day professors in their  
major fields. In addition, the  
following organizations can  
provide information:

***American Association of  
Univ. Women (AAUW)***  
Educational Foundation  
Fellowship Program Director  
1111 16th Street NW  
Washington, DC 20036

Telephone: 202-785-7700  
Fax: 202-872-1425  
Online:  
<http://www.aauw.org>

The AAUW provides fellowships and grants for women in more than 100 countries. It also supports women for scholarly research, advanced graduate study, and community action projects.

***AAFSW Adult Ed. Loan***  
Adult Education Chair  
P.O. Box 70051  
Washington, DC 20024-0051

Telephone: 202-362-6514  
Fax: 202-362-6589

***Business and Professional  
Women's Foundation***  
2012 Massachusetts Ave. NW  
Washington, DC 20036  
Telephone: 202-293-1200

***Foundation Center***  
1001 Connecticut Ave. NW  
9th Floor, Room 938  
Washington, DC 20036  
Telephone: 202-331-1400

The Foundation Center has a library of material on special collections, fundraising, nonprofit management, scholarships, and grants to representatives of nonprofit organizations.

***National Science Foundation***  
Information Center  
4201 Wilson Boulevard  
Arlington, VA 22230

Fax: 703-306-0202

Provides grants for basic research, medical sciences, and educational studies.

***U. S. Dept. of Education***  
Center for International Ed.  
400 Maryland Avenue SW  
Washington, DC 20202

Telephone: 202-401-9798  
Fax: 202-205-9489

The Center for International Education administers some individual and institutional Fulbright awards for Americans to study and do research abroad.

***Financial Aid for Minorities***  
is a set of catalogs with information about aid for different areas of study. Contact:

Garrett Park Press  
P.O. Box 190 B  
Garrett Park, MD 20896

Telephone: 301-946-2553

*The Student Guide*, a free catalogue on current federal financial aid, is available from:

Financial Aid Info. Office  
U.S Department of Education  
Washington, DC 20212.

## Books on Financial Aid and College Study

*Most of these materials are revised annually.*

Bear, John B. and Marcia P. Bear. *Bear's Guide To Earning College Degrees Nontraditional*, C&B Publishing, New York. Telephone: 707-747-5950.

Bear, John B. and Marcia P. Bear. *Finding Money for College*. Ten Speed Press, New York. Telephone: 1-800-841-BOOK.

Blum, Laurie. *Free Money For College From The Government*. Henry Holt & Co., New York.

Blum, Laurie. *Free Money For Graduate School*. Henry Holt & Co., New York.

*The College Cost Book*. College Board, New York. Telephone: 212-326-8441.

Duffy, James P. *How To Earn an Advanced Graduate Degree Without Going to Graduate School*. John Wiley & Sons, Inc., New York.

*The Independent Study Catalog: A Guide to Over 10,000 Continuing Education Correspondence Courses*. Peterson's Publisher, Inc, New Jersey.

*Need A Lift?* The American Legion. Indianapolis, IN. Telephone: 317-630-1200.

Octameron Associates; *The A's and B's of Academic Scholarships*; *The Winning Edge: The Student Athlete's Guide to College Sports*; *Loans and Grants From Uncle Sam: Am I Eligible and For How Much?*; *Financial Aid FinAncer Expert Answers To College Financing Questions*. P.O. Box 2748, Alexandria, VA 22301. Telephone: 703-836-5480.

*Paying for Your Education: A Guide For Adult Learners*. College Board Publications, PO Box 886, New York, NY 10101.

*Peterson's Paying Less for College 1996*. Peterson's Guide, Inc. New Jersey.

Peterson's Education Center on the Internet: <http://www.petersons.com>.  
Telephone: 609-243-9111.

Thorson, Marcie Kisner. *Campus-Free College Degrees*. Thorson Guides, Oklahoma. Telephone: 918-622-2811.

